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Class Specifications
for the Class:

GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR II
(GEN CONSTR & MTNCE SUPVR II)

Duties Summary:

Supervises several crews of skilled trades and other workers in the construction, maintenance, alteration and repair of buildings, structures, paved areas and utility systems; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the second level full supervisory class in the series.

This class differs from that of General Construction & Maintenance Supervisor I in that the General Construction & Maintenance Supervisor II supervises through subordinate supervisors a large work force of skilled trades workers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas and utility systems, and the maintenance of equipment, grounds and other areas; whereas the General Construction & Maintenance Supervisor I is the immediate supervisor of skilled trades workers, equipment operators, laborers, and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas, and utility systems, and the maintenance of automotive and other motorized equipment, lawns and other open or fenced areas, and so forth.

Examples of Duties:

Plans and assigns the work of trades and other supervisors and workers, equipment operators and laborers in the construction, repair, maintenance and alteration of piers, fender systems, buildings, paved areas, water mains, oil lines and electrical lines and facilities within a framework of priorities set by engineering or other personnel; interprets plans and specifications to determine necessary materials and methods of construction to be used; purchases or arranges for the purchase of equipment and materials; organizes personnel into crews or shifts personnel among crews as the work requires or to conduct emergency repairs of facilities which are damaged by storms or other reasons; inspects the work performed by crews for workmanship and to ascertain whether the work is being done in accordance with plans and specifications and appropriate building codes;

supervises the maintenance of time and cost records of materials and labor; sees that supplies and equipment are properly maintained and accounted for; informs personnel of changes in procedures of project requirements.

Minimum Qualification Requirements:

Experience and Training: Ten (10) years of work experience in performing a variety of work in the construction and maintenance of buildings, structures or utility systems of which six years shall have been as a fully competent skilled worker and including two years of supervisory experience which included planning, scheduling of work of other fully competent workers, assigning and reviewing their work, and providing training; or an equivalent combination of experience and training.

Knowledge of: Practices and methods used in building, construction and maintenance trades including carpentry, plumbing, electrical, masonry, painting and automotive repair; the tools, equipment and materials used in the building, construction and maintenance trades; applicable building, electrical and fire codes and regulations; safety practices, codes and fire and safety regulations; and principles and practices of supervision.

Ability to: Plan, lay out, assign, direct and coordinate the work of skilled trades workers and their supervisors; schedule the work of trades workers and others so as to accomplish construction and maintenance projects effectively; inspect the work of trades workers to detect flaws or defects in workmanship or materials; detect the malfunctioning of equipment and determine the necessary repairs required; read and interpret building plans and specifications and check materials and construction work for conformance thereto; estimate costs and quantities of labor, materials and equipment; give clear and concise oral and written instructions; maintain records and make operational reports; and maintain good working relationships with others.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the class specification for the class GENERAL CONSTRUCTION & MAINTENANCE SUPERVISOR II approved on June 16, 1959.

DATE APPROVED: 12/6/84

JAMES H. TAKUSHI
Director of Personnel Services